

CITY OF WATERVILLE, MAINE

Position Title: FINANCE DIRECTOR

Department: Administration

FLSA Status: Exempt

Reports to: City Manager

OVERVIEW OF POSITION

This is a highly responsible administrative and managerial post responsible for work planning, organizing, and directing the activities of the Department of Finance with special emphasis on coordinating the long-range financial planning of the City.

Work involves responsibility for planning, organizing and directing all operations of the Department including contracts; accounting; payroll; debt management; appropriation, disbursement, assisting in budget preparation, and investment of all City funds; and other activities as delegated by the City Administrator. Work also includes long-range financial planning. Supervision is exercised over department personnel directly or through a subordinate supervisor. Work is performed under the administrative direction of the City Administrator in compliance with federal, state, and City rules and regulations. Work is reviewed through conferences and reports for overall program effectiveness.

Location: the position is located in a clean, well-lighted office in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Coordinates the financial functions of all departments and agencies. Directly oversees the following functions: accounting, tax collections, payroll systems, procurement, and budget preparation. Ensures that each function is operating efficiently and in accordance with the applicable statute, ordinance, code and/or accepted practice. Accountable for planning, organizing and providing administrative direction for all financial functions.

Manages operation of the computerized finance system for both the municipal and school department and works closely with school administration.

Works with the City Administrator and other municipal staff in development of strategic financial plans and policies.

Establishes objectives with subordinates and determines standards of performance. Evaluates subordinate's performance and ensures that divisions are meeting operational objectives.

Has authority to effectively recommend departmental staffing needs and levels. Has authority to discipline, suspend, and effectively recommend discharge of employees under his/her jurisdiction.

Assists in the development and implementation of capital and operating budget systems for the City. Assists the City Administrator in his/her presentation of the budget to the Mayor and City Council.

Responsible for both long-term and short-range financial planning, including revenue and cost projections for budget planning, fixed asset inventory, fund balance policies, and cash receipting procedures..

Functions as Chief Procurement Officer according to statutes and ordinances. Maintains a purchasing system for the City, supervising all purchasing of goods, materials, services, supplies and equipment.

Provides financial information needed by Management for the purposes investment responsibilities, collective bargaining, and contract negotiations. May participate in collective bargaining sessions involving financial considerations as required by the City Administrator and/or legal counsel.

Promotes and maintains responsive internal and community relations.

Performs all duties of Treasurer as established by law.

EDUCATION AND EXPERIENCE

Graduation from a four-year college or university with major course work in accounting, finance, business, or related field. Thorough experience in finance administration including supervisory experience, and MPA/MBA or CPA is desirable. A minimum of seven years of increasingly responsible experience in financial management experience is required.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the applicable laws and administrative policies governing municipal finance practice and procedure.

Thorough knowledge of principles and practices of municipal accounting.

Knowledge of financial systems and associated software.

Thorough knowledge of the principles and practices of organization, management, and supervision.

Ability to plan, organize, and direct comprehensive financial programs.

Ability to prepare complex financial reports for presentation to experts and the public.

Ability to assess needs, perform fiscal planning, target available resources, and implement effective programs.

Ability to provide informed financial advice to the City Administrator, Mayor, City Council, and the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Physical Requirements: The position requires the ability to walk, sit, talk and hear. The employee is required to use hands/fingers to manipulate computer keyboard and other standardized office equipment. The position may require the ability to bend, reach, and lift or move up to 20 pounds.

(The position description does not constitute an employment agreement between the City and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

04/93

07/98

06/00